

# Memorandum

TO : Acting Director of Logistics

DATE: 4 April 1963

FROM : Chief, Logistics Services Division

SUBJECT: Monthly Activity Report - March 1963

1. The level of activity for the Logistics Services Division remains high. The major move of the DDI caused by the establishment of the "Special Center", the expansion of DDR into the space vacated by OBI, the move of the Acquisitions Branch from [REDACTED] to R&S, the move of the Language Section in R&S to [REDACTED], the move of OTR out of the Headquarters building, and the expansion of TSD into additional space in R&S are still pending.

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2. Our personnel strength somewhat improved, however, we still require seven (7) couriers to take the place of those couriers that have assignments pending elsewhere, one (1) telephone operator to take the place of an operator on leave without pay for an extended period, and two (2) clerk-typists - one to replace a girl leaving our Mail and Courier Branch and one for our Building Services Branch. The upgrading of the Chief and Deputy Chief positions of the Mail and Courier Branch has come through for which we are most appreciative. It is hoped that work can be done to re-evaluate other positions within the Mail and Courier Branch. [REDACTED] one of our chauffeurs, is going to retire on disability. He is presently in the hospital being treated for diabetes and a heart condition.

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3. One long standing request, the installation of an aerial for the Deputy Chief, NE [REDACTED] has been successfully concluded. He reports that he can now tune in [REDACTED] at noon time and enjoy [REDACTED] music with his lunch.

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4. Negotiations with the [REDACTED] manufacturers of the [REDACTED] are preceding at a rapid pace. Several different proposals have been made by the Company, all of which are good, the latest of which seems to be the most promising. It would appear that from the latest proposal we would be able to install, if approved, an

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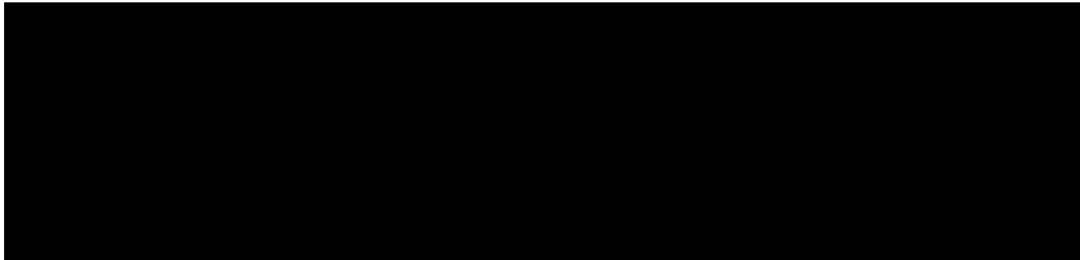
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5. In keeping with the decision of the Deputy Director (Support) to acquire from OTR [redacted] of space presently occupied by them in the Headquarters building, a memorandum was sent to the Director of Training asking him to give us his plans for the move by the 15th of April.

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6. TSD has been levying several requirements on us for additional space. They are particularly anxious to vacate their [redacted] property as well as the South Building attic. They are asking for several different combinations of space assignments; (1) they would like to consolidate all of TSD in one location requiring some [redacted] square feet of space, (2) they would like to have [redacted] additional square feet of space in the R&S Building, (3) they would like to have [redacted] square feet of space for the storing of paper, (4) the Chief, TSD would like to have three offices for his use in the Headquarters building. No final action has been taken on these requests.

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7. It appears that Mr. Kirkpatrick has organized a Fine Arts Commission. This Commission will be exploring ways and means to decorate the building.

8. The heavy demands placed on GSA for service and the inability of the Langley Building Manager to provide these services with his regular work force, has caused us to write two letters to Mr. Castella of GSA requesting the assignment of additional carpenters and electricians to the building at least for the duration of the time required to effect the major moves that we have in the offing.

9. As we have reported in previous reports, cleaning of the Headquarters building has left a lot to be desired. The letter sent to GSA resulted in them having a team of inspectors visit


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the Headquarters building to determine what could be done to improve the situation. They pointed out various deficiencies to the Building Manager and suggested means for improving the situation. However, they were most critical of office tenants and said that they had never seen a new building treated so roughly in such a short time. Independent of this action the Building Manager has installed rugs at each of the entrance doors into the building on the theory that if you can get pedestrians to take four steps on a rug you will eliminate most of the dirt carried into the building on their shoes. This theory is working out in practice. We have secured rugs to install in one bank of elevators on a test basis. These rugs should be installed during the month of April and we hope by this method to trap additional dirt. The Building Manager has a commercial contract to wax all corridors in the building. This single waxing has made an improvement in the appearance of the corridors. The Contractor informs me, however, that it would be a waste to stop at this single waxing treatment and that his recommendation would be that we follow on with two additional applications of wax. He states that with three applications of the material that he is putting on the floor we should eliminate scuff marks and provide for the wet mopping and buffing of corridors as a means for keeping them in a sparkling condition.

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 10. We have established four teams of four men each from our Building Services Branch laborer forces as a special cleaning crew for the Commo Signal Center. This crew is now operating. Commo is delighted with the results so far. We hope to maintain the Signal Centers in hospital clean condition. In addition to the special cleaning forces we have installed filters in the window intake units. We have also installed an electrostatic filtering device hoping that it will take a considerable amount of dust out of the air.

11. Parking at the Headquarters building has improved. People are paying more attention to the rules. The West Lot is almost full but not running over.

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12. An additional commercial bus line was successfully negotiated. Running on a route starting at the Pentagon, stopping at  thence through to the Headquarters building. There will be one bus in the morning and one in the evening operating on a two week trial basis.

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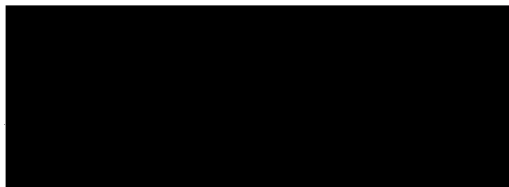
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13. On Sunday the 24th of March the emergency generators in the Headquarters building were tested. This test was considered to be quite satisfactory in that it pointed up areas that might be improved. We feel that repeat tests will not only improve the efficiency of the engineers but will also make it second nature to the members of LSD and the responsibilities they would have in the event of a power failure. Two significant factors-- lack of reliable telephone service and power for the operation of electric typewriters were evident as a result of the test. Many other items are included in the special report on this subject. The next test is scheduled for Sunday 28 April.

14. Some preliminary work has been done in planning the remodeling of the 7th floor. This remodeling primarily concerns enlarging the offices of the DCI and the DDCI. Serious planning for the remodeling, however, awaits the move of ONE from the 7th floor, which awaits the move of DDI on the second floor, which awaits the establishment of the Special Center.

15. Attached are the detailed reports from each of the LSD Branches.



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Distribution:

✓ Orig. & 1 - Addressee  
1 - LSD (Official)

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OL/LSD/ [redacted] (4 April 63)

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